GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Finance Department-Treasuries- Strong Rooms in District Treasuries and Sub Treasuries – Committee for Review, Inspection, Disposal & Retention of Articles stored in the Strong Rooms – Constituted-Orders – Issued.

FINANCE (HR.V-TFR-A&L-EWF) DEPARTMENT

G.O.Ms.No.135 **Dated: 29.12.2023**

Read the following:-

1. G.O. Ms.No.282, Finance &Planning Department, dated 21-11-1991
2. G.O. MS.No.287, Finance &Planning Department, dated 26-06-1990
3. G.O. Ms. No. 85,F&P [FW-TFR] Department, dated 30-05-1992
4. Lr. No. FIN02-19/6/2023-I SEC-DTA(C.No.2282730), dated 27-12-2023 of the DTA

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1. The Government of Andhra Pradesh (GoAP) have established strong rooms in the District Treasury and Accounts Offices (DTAO) & Sub Treasury Offices (STO) to deposit & safeguard the articles mentioned in Treasury Rule 11 of Andhra Pradesh Treasury Code Vol-I.

2. The items stored in the strong rooms, as per Instruction 19 of TR-11 of APTC Vol-I, are generally, the sealed boxes containing valuables from civil courts; ballot papers relating to all types of elections; valuables from temples; sealed packets containing keys of iron safe & cash chest of other government institutions; stamps & band rolls; question papers of public service commission, board examinations; stock of cheque books & pass books; etc., The instructions regarding maintenance of articles in the strong room, as per Instruction 20 of TR-11 of APTC Vol-I, is extracted as below:

Instruction 20: *No cash chest or a packet containing valuables shall be received at a treasury unless it is properly sealed. The treasury officer shall issue a receipt for accepting the sealed box and not for the contents present in the box. The treasury officer should insist for the receipt while returning the sealed box to the depositor. In case of loss of the original receipt, the departmental officer shall submit a written declaration to the effect that the safe custody article will not be claimed if the receipt lost is traced subsequently. The Treasury officer shall maintain a safe custody article register in form 19.*

Note: *As per reference 1st cited, in case where the safe custody article has not been withdrawn from the treasury after lapse of three years, a penal rent of Rs.25/- shall be levied from the departmental officer per article per annum.*

If any article is unclaimed for a period of Ten consecutive years, then the fact shall be published in the Gazette allowing time for disposal. As per reference 2nd cited, after that the sealed articles shall be opened in the presence of DTA/ DTO. If the sealed box contains i) Gold/silver- shall be sent to central excise Dept., ii) Currency notes- shall be credited to Government account, iii) Soiled/uncurrent notes- shall be sent to RBI for destruction, iv) Keys- shall be sent to PWD workshop for destruction.

3. The withdrawal of funds from the PD Accounts was earlier by cheque books. After the implementation of CFMS, this has been replaced by PD bills. Large number of partly used & unused cheque books are available in the strong rooms. The procedure regarding destruction of the cheque books as per Instruction 41, note 2 of TR-16 of APTC Vol-I, is as follows:

> *"the treasury officer should destroy the unused cheques by incineration after a period of five years from the date of issue of last cheque in respect of partly used cheque book and after a period of five years from the date of receipt in the Treasury in respect of wholly unused cheque book, in the presence of Director of Treasuries and Accounts (or) District Treasury and Accounts Officer after keeping a note of the fact in the register of cheque books and register of records or disposals destroyed maintained for the purpose under proper attestation of the Treasury Officer".*

4. The supply of judicial, non-judicial, court fee, special adhesive, insurance, share transfer, revenue, notary, advocate welfare, copy, & hundi stamps were made earlier by the Treasuries. Later, this function has been taken over by the Stamps and Registration Department. The stocks of unused stamps are available in the strong rooms. The procedure for the destruction of stamp paper as per Rules for the Supply and Distribution of Stamps, is as below:

i. "If the stamps became unfit for issue or spoiled, they should be listed out and report should be sent to the Collector, for verification of the Joint Collector. After due verification of the Joint Collector, the write off proposals are to be submitted to the Commissioner, I.G of Registration and Stamps, AP through Collector.

ii. After receipt of write off proposals from the I.G., Registration & Stamps, AP, the spoiled stamps are destroyed in the presence of the Joint Collector and obtain the Signature of Joint Collector in the Spoiled Stamps Register. Accordingly, the value of destroyed spoiled stamps reduced from double lock register. A detailed report in the matter should be submitted to the IG of Registration & Stamps, AP"

5. Further, it is observed that over the long period of time, several articles have been deposited, including the articles not strictly required to be kept in the strong rooms as per the TR 11 of APTC Vol-I.

6. Further, the articles deposited have not been withdrawn, even though the need for retention is no longer subsists, & the necessity for withdrawal or continuance of the articles has not been reviewed from time to time.

7. As a consequence, the strong rooms of the Treasury Offices are completely, occupied, there is difficulty in storing articles in a proper manner, & majority of the strong rooms have no space to accept and store new articles.

8. The Director of Treasuries & Accounts (DTA), vide the reference 4th cited, after reviewing the existing status, has submitted a detailed report on the status of strong rooms in the State. He has further informed that in view of the ensuing general elections to Parliament & State legislature, there is an imperative need for the proper disposal of unwarranted articles to make space available for new articles & has submitted a detailed proposal for review & disposal of articles stored in the strong rooms.

9. Government, after careful examination of the proposal of the DTA, hereby issues the following order for the review, inspection, disposal & retention of the articles stored in the strong rooms in the State.

(a) Formation of District Level Committee: A District Level Committee (DLC) will be constituted in each district of the State, for examination of articles currently deposited in the strong rooms under their jurisdiction, with the following composition.

Sl.	Designation	Role
1.	Joint Collector & Additional District Magistrate	Chairperson
2.	District Revenue Officer	Member
3.	Additional Superintendent of Police (Admin.)	Member
4.	Chief Executive Office, Zilla Parishad	Member
5.	District Panchayat Officer	Member
6.	District Educational Officer	Member
7.	Deputy/Joint Commissioner of Endowments	Member
8.	AO of the Court of District & Sessions Judge & in his absence, the DDO concerned	Member
9.	District Registrar (Stamps & Registration)	Member
10.	District Treasury and Accounts Officer (DTAO)	Member -Convenor

b. Functions of the District Level Committee.

1. The STOs shall prepare DDO wise list of articles deposited in the strong rooms, as per proforma in Annexure-1, & certify the same to be true record of articles deposited as on 31-12-2023, as per strong room register.

2. The Annexure-1 shall be submitted by STOs to the DTAO, along with specific recommendation, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.

3. The DTAO shall review Annexure-I with the STOs, concur or differ with the recommendations, prepare consolidated report in Annexure-II with the specific recommendation of the DTAO, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.

4. The report in Annexure- II of the DTAOs shall be communicated to the DDOs & the Districts Heads of the Departments concerned.

5. The report in Annexure-II shall be placed by the Member Convener, before the DLC, chaired by the Joint Collector & Additional District Magistrate.

6. The DTAO shall submit information on unusable stamps in Annexure (III), cheque books in Annexure (IV) to the DLC.

7. The DLC shall hold a detailed review with the DDOs & Head of the Districts concerned, regarding the recommendations of DTAO mentioned in Annexure-II.

8. Based on the above deliberations & the provisions of TR 11, the DLC shall arrive at a decision regarding each deposited article.

9. The DLC shall accordingly draw up the minutes, which shall be signed by all the members.

10. The Joint Collector, as Chairman of DLC, shall issue proceedings in Annexure-V, with specific recommendation, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.

11. The powers for ordering the destruction of unused/partly used cheque books lying in the strong rooms are delegated to the DLC.

12. The powers for ordering the destruction of all kinds of stamps lying in the strong rooms are delegated to the DLC.

13. Based on the DLC proceedings, the DDOs concerned shall withdraw the items in the timeline stipulated.

14. Based on the DLC proceedings, the DTAOs/STOs concerned shall destroy the unused/ partly used cheque books and all kinds of stamps under proper record and witnesses.

15. The DLC shall ensure that the retained articles are stored in a safe protected environment and under proper record.

16. The DTAOs/STOs shall ensure that withdrawal of articles is made as per the prescribed procedure by the authorized person & under proper acknowledgement and after entry in the strong room register.

17. The DLC shall continue to meet till its orders are fully implemented by the DDOs and DTOs/STOs.

18. The DLC shall recommend disciplinary action, as per the CCA Rules, to the competent authority, if its direction is not complied by any officer directed.

19. The DLC may inspect any strong room as per Annexure-VI, summon any record or person, in order to finalize its deliberations.

c. Timelines to be followed by the Committee.

Sl.	Description	Timelines
1	Finalisation of Annexure-I by DTOs/ST	By 31st December 2023
2	Finalisation of Annexure-II, III & IV by DTAOs	By 3rd January, 2024
3	1st Meeting of the DLC	By 5th January, 2024
4	2nd Meeting of the DLC (if required)	By 10th January, 2024
5	Issue of proceedings by the Chairman, DLC	By 12th January, 2024
6	Implementation of DLC orders by all the concerned	By 21st January, 2024
7	Final Meeting of the Committee	By 27th January, 2024

10. The Annexure I to V & the list of Treasury offices with strong rooms (Annexure VI) are annexed to this order.

11. The Joint Collector & Additional District Magistrates & Chairman of the District Level Committees, the DTAOs & Member-Convenor of the District Level Committees and the Director of Treasuries and Accounts shall take necessary action to implement the above orders as per the procedure and timelines mentioned above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Members of the District Level Committees
All Collector & District Magistrates in the State
The Director of Treasury & Accounts, AP
All Special CS/Principal Secretaries/Secretaries to Government
All Heads of Department

Copy to:
The Pay & Accounts Officer, AP
The CEO, APCFSS
The Chief Electoral Officer, AP
The Secretary to the State Election Commissioner, AP
OSD to Chief Secretary/Minister, Finance/Secretary to Chief Minister
SF/SC's (2311433)

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE-I

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

Name of the District												
District Treasury / Sub-Treasury												
Sl. No. (1)	**Deposit Details**					**Details of the item deposited**			**Recommendation**			
									STO			
	Name of the Department (2.1)	District Head (2.2)	DDO Code (2.3)	DDO Name (2.4)	Date of Deposit (2.5)	Item Description (3.1)	No. of items (3.2)	Duration in strong room (in years) (3.3)	To be Retained/ Withdrawn (4.1)	If to be retained, date up to which to be retained (dd/mm/yy) (4.2)	Remarks (4.3)	
Overall Remarks of the STO												
Signature of the STO												

Overall Recommendation of the DTAO	
Signature of the DTAO	

ANNEXURE II

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

Name of the District	
District Treasury / Sub-Treasury	

Sl. No.	Deposit Details					Details of the item deposited			Recommendations					
									STO			DTAO		
	Name of the Department (2.1)	District Head (2.2)	DDO Code (2.3)	DDO Name (2.4)	Date of Deposit (2.5)	Item Description (3.1)	No. of items (3.2)	Duration in strong room (in years) (3.3)	To be Retained/ Withdrawn (4.1)	If to be retained, date up to which to be retained (dd/mm/yy) (4.2)	Remarks (4.3)	To be Retained / Withdrawn (4.4)	If to be retained, date up to which to be retained (dd/mm/yy) (4.5)	Remarks (4.6)

Overall Recommendation of the DTAO	
Signature of the DTAO	

ANNEXURE - III

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

Name of the District						
Sl. No (1)	Name of the District Treasury / Sub Treasury (2)	Category of Stamps (judicial, non-judicial, court fee, special adhesive, insurance, share transfer, revenue, notary, advocate welfare, copy, hundi) (3)	Number of Stamps (4)	Monetary Value of Stamps (5)	Serial Numbers (6)	Remarks of the DTAO (7)

Overall Recommendation of the DTAO	
Signature of the DTAO	

ANNEXURE-IV

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

Name of the District

Sl.No (1)	Name of the District Treasury / Sub Treasury (2)	Category of Cheque Books (ZPP, MPP, VPF, MICR, Non-MICR, etc.) (3)	Number of Cheque Books (4)	Serial Numbers (5)	Remarks of the DTAO (6)

Overall Recommendation of the DTAO	
Signature of the DTAO	

ANNEXURE-V

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

Name of the District	
District Treasury / Sub-Treasury	

Sl. No. (1)	**Deposit Details**					**Details of the item deposited**			**Recommendations**					
									DTAO			DLC		
	Name of the Department (2.1)	District Head (2.2)	DDO Code (2.3)	DDO Name (2.4)	Date of Deposit (2.5)	Item Description (3.1)	No. of items (3.2)	Duration in strong room (in years) (3.3)	To be Retained / Withdrawn (4.1)	If to be retained, date up to which to be retained (dd/mm/yy) (4.2)	Remarks (4.3)	To be Retained/ Withdrawn (4.4)	If to be retained, date up to which to be retained (dd/mm/yy) (4.5)	Remarks (4.6)

Overall Recommendation of the DTAO	
Signature of the DTAO	

ANNEXURE-VI

G.O. MS. No.135, Finance (HR.V-TFR-A&L-EWF) Department, Dated: 29.12.2023

LIST OF TREASURY OFFICES WITH STRONG ROOMS		
S.No.	**Name of the District**	**Treasuries with Strong Room**
1	Srikakulam	DTAO, Srikakulam
		DSTO, Srikakulam
		DSTO, Tekkali
		STO, Amadalavalasa
		STO, Ichapuram
		STO, Kothabommali
		STO, Kotturu
		STO, Narasannapet
		STO, Palasa
		STO, Pathapatnam
		STO, Ponduru
		STO,Sompeta
2	Parvathipuram Manyam	DSTO,Palakonda
		STO, Salur
3	Vizianagaram	DTAO, Vizianagaram
		STO, Bhogapuram
		STO, Cheepurpalli
		STO, Gajapathinagaram
		STO, Kothavalasa
		STO, S.Kota
		STO, Therlam
		STO, Rajam
4	Visakhapatnam	DTAO, Visakhapatnam
		DSTO, Visakhapatnam
		STO, Bheemunipatnam
5	Alluri Sitharamaraju @ Paderu	DSTO, Paderu
		STO, Chintapalli
		STO, Araku
		STO, Addateegala
6	Anakapalli	DSTO, Narsipatnam
		STO, Anakapalli(West)

		STO, Yelamanchili
		STO, Madugula
		STO, Nakkapalli
7	Kakinada	DSTO, Kakinada
		DSTO, Peddapuram
		STO, Pithapuram
		STO, Prathipadu
		STO, Tuni
		STO, Jaggampet
8	East Godavari, Rajamahendravarm	DSTO, Rajamahendravaram
		DSTO, Kovvuru
		STO, Nidadavolu
9	Dr. B.R. Ambedkar Konaseema	DSTO, Amalapuram
		STO, Ramachandrapuram
		STO, Mummidivaram
		STO, Alamuru
		STO, Rayavaram
		STO, Razole
10	Eluru	DTAO, Eluru
		DSTO, Eluru
		STO, Chintalapudi
		STO, Polavaram
		STO, Kaikalur
		STO, Nuzvid
11	West Godavari, Bhimavaram	DSTO, Narsapuram
		STO, Bhimavaram,
		STO, Penugonda
		STO, Tadepalligudem
		STO, Palakol
		STO, Tanuku
12	NTR @Vijayawada	STO, Vijayawada(East)
		STO,Kanchikacherla
		STO,Jaggaiahpet
		STO, Mylavaram
		STO, Thiruvuru
		STO, Vissannapet
13		DTAO, Krishna

	Krishna @ Machilipatnam	DSTO, Bandar
		DSTO, Gudivada
		STO, Avanigadda
		STO, Bantumilli
		STO, Gannavaram
		STO, Movva
		STO, Vuyyur
14	Guntur	DTAO, Guntur
		DSTO, Guntur
		DSTO, Tenali
		STO, Mangalagiri
		STO, Duggirala
15	Palnadu	DSTO, Narasaraopet
		DSTO, Gurazala
		STO, Chilakaluripet
		STO Macherla
		STO, Pedakurapadu
		STO, Piduguralla
		STO, Sattenapalli
		STO,Vinukonda
16	Bapatla	STO, Addanki
		STO, Chirala
		STO, Nagaram
		STO, Repalle
		STO, Bapatla
		STO, Martur
17	Ongole	DTAO, Ongole
		DSTO, Ongole
		DSTO, Markapur
		STO, Giddaluru
		STO, Kanigiri
		STO, Darsi
		STO, Cumbum
		STO, Podili
		STO, Yerrgondapalem
18	SPSR Nellore	DTAO, Nellore
		DSTO, Nellore

		DSTO, Kandukur
		DSTO, Kavali
		STO, Atmakur
		STO, Udaygiri
		STO, B.R.Palem
		STO, Vinjamur
		STO, Indukurpet
		STO, Kovvur,
		STO, Podalakur
19	Kurnool	DTAO,Kurnool
		DSTO,Adoni
		STO, Gudur
		STO, Yemmiganur
		STO, Alur
		STO, Pattikonda
20	Nandyala	DSTO, Nandyala
		STO, Banaganapalli
		STO, Atmakur
		STO, Dhone
		STO, Koilakuntla
		STO, Nandikotkur
		STO, Allagadda
21	Ananthapuram	DTAO, Ananthapur
		STO, Kalyandurg
		STO, Guntakal
		STO, Gooty
		STO, Kambadur
		STO, Rayadurg
		STO, Singanamala
		STO, Tadipatri
		STO, Urvakonda
		STO, Kanekal
22	Sri Satya Sai@ Puttaparthi	DSTO, Dharmavaram
		DSTO, Penukonda
		STO, Kadiri
		STO, Madakasira
		STO, Mudigubba

		STO, Hindupur
		STO, Kothacheruvu
23	Kadapa	DTAO, Kadapa
		DSTO, Kadapa
		DSTO, Jammalamadugu
		STO, Kamalapuram
		STO, Proddutur
		STO, Pulivendula
		STO, Sidhout
		STO, Muddanur
24	Annamayya@ Rayachoti	DSTO, Rajampet
		DSTO, Madanapalli
		STO, Rayachoty
		STO, Lakkireddipalli
		STO, Rly Kodur
		STO, Piler
		STO, Thambalapalli
		STO, Vayalapadu
25	Tirupati	DSTO, Tirupati
		DSTO, Gudur
		STO, Pakala
		STO, Satyavedu
		STO, Thottembedu
		STO, Chandragiri,
		STO, Vakadu
26	Chittoor	DTAO, Chittoor
		DSTO, Chittoor
		STO, Bangarupalyam
		STO, Nagari
		STO, Kuppam
		STO, Punganur

SECTION OFFICER